

USE OF SPACE AT SUITLAND

11/16/66  
Orig to R. W. Miller  
Copy to Rec Ctr

1. Memo of 25 January 1964
  - a. Records Center will be filled by April 1967
  - b. Work with USIB Records Officers to get space at Suitland.
  - c. 7 April 1964 told to proceed
2. Suitland Records Center (GSA)
  - a. Agreement with AEC, DIA, NSA, and State to request GSA for space (Security approved)
  - b. GSA agreeable to 200,000 cu. ft.
  - c. Obtained OBI, OCR, DDI, & OS approval for USIB produced documents with the understanding Agency retain control.
  - d. GSA modified specs. to meet security approval.
  - e. Using 3,000 cu. ft. O/Security approved secure space in Alexandria, FRC for very inactive records. CIA provides service.
  - f. Considered storage of purely CIA inactive Records (Finance, Logistics, OS, Personnel, DDP, etc.) decided against because of sensitivity.
3. Need 3 employees for Suitland (By GSA standards would need 4 employees).
  - a. Necessary because of distance [ ] and fluxation of work load between Archives, VR, Records Center and USIB type document storage. (unpredictability of work load, [ ] travel time between [ ] and Suitland). STAT
  - b. Control over Suitland - Doubtful DDI, DDS&T and/or OS would approve giving of control of CIA document to GSA. Also, doubtful that GSA would accept responsibility for servicing active type records. STAT
  - c. Money already spent by GSA to modify to OS requirements.
  - d. If space not used, would be lost to us for future.
4. Alternatives
  - a. Try to get 6 contract employees on  $\frac{1}{2}$  time basis (This we recommend against even if possible).
  - b. Add to facility [ ] at once at a cost of approximately \$750,000 with still a need to increase T/O to handle added workload. STAT